

City of Newport

Police Department-Chief's Office Robbie K. Hall, Chief of Police 998 Monmouth Street Newport, Kentucky 41071-2115 (859) 292-3625

Fax: (859) 292-3620 TDD: (859) 292-3622

Special Events Application

The CITY OF NEWPORT reserves the right to be the sole determinant and provider of the level of emergency services and security needed for any event.

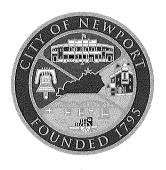
- ♦ Any Police Officers that are required for crowd/traffic control can be hired at an off-duty rate of pay, to be determined by the City, which includes a three-hour minimum, paid by the applicant.
- ◆ Any Public Works employees that may be required can be hired at a designated rate of pay, to be determined by the City, which includes a three-hour minimum, paid by the applicant.
- Any Fire/EMS services that are required will be paid through the City, which includes a <u>four-hour minimum</u>, paid by the applicant.
- ♦ Any cost incurred relative to material(s) <u>required</u> for traffic control (i.e., traffic cones, barricades, message boards, etc.) <u>will be the responsibility of the requesting applicant</u>.
- ◆ Any clean-up associated with the event will be the responsibility of the requesting applicant (i.e., collection of water containers, flyers, banners, etc.)
- ♦ Any additional permits that may be required for your event to take place will be sent to you in a separate package after we receive your written application. Receiving the additional permits in no way indicates that your event will be approved.
- ♦ Please <u>FAX</u> or <u>MAIL</u> completed application to:

FAX: (859) 292-3620, Attn: Chief Robbie K. Hall

MAIL: Newport Police Department

Attn: Chief Robbie K. Hall Special Events Application 998 Monmouth Street Newport, KY 41071

WE WISH YOU GREAT WEATHER AND MUCH SUCCESS WITH YOUR EVENT!



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Upon completion, this application must be submitted to the Newport Police Department, Chief of Police – Special Events. The individual that you list as the "contact person" will then be contacted by a city representative to discuss the application and finalize plans for your event. Upon approval, permission will then be granted for the event from the Office of the Chief of Police or his designee. The City reserves the right to REVOKE permission to hold any special event at any time prior to the event taking place; if it has been determined that all necessary information used to approve the event was not included in the written application; whether intentional or not.

Requesting Organization:					
Location of Event:					
Are you a: For-Profit	or Non-Profit	Organ	nization?		
Name of the Event:	Type of Event:				
Date of the Event:	Start time: End time:				
Purpose of the Event:					
Contact Person:					
Email:	Fax:				
1. How many people do you estin	nate will attend the event?				
2. Are you requesting the use of p	oublic streets for your event?	Yes	No		
3. Will the event necessitate the c	losure of any bridges?	Yes	No	-	
4. Will the event involve any adjawhich ones(s)?	cent communities (i.e., Covi	-		If so,	
5. Who is the insurance carrier fo	r the event?				
Once we have received your EV	ENT APPLICATION, the	City of New	port will de	etermine the	amount of
Personal Injury and Property D	amage Insurance required	for your ev	ent. Once y	our event is	tentatively
approved, a copy of the Certific	cate of Insurance for this e	vent must b	e mailed or	faxed to us	. The City
must be named as a co-insured i	n order for the event to get	FINAL app	roval.		
6. Will there be any alcohol associ	iated with the event?	Yes	s N	0	
7. Will there be fireworks associated with the event?		Yes	s N	o	
8. Will there be a need for utilities, i.e., fuel, electric, water)?		Yes	s N	0	
9. Will there be booths associated	with the event?	Yes	s N	0	
10. Will there be a need for Fire/EMS service			s N	o	

Kentucky www.police.newportky.gov